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Rec. 716914-1
Scheduling

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700230007-1

15 JUL 1960

Chief, Covert Action Staff

Chief, Records Management Staff

CAS Records Survey

1. Attached are the Records Survey Report and Records Control Schedule for the Covert Action Staff.

2. Implementation of this schedule and adoption of the recommendations contained in the survey report should greatly assist your staff in promoting good records management practices. In particular, the Records Control Schedule, as a mandatory management tool, will ensure compliance with approved Agency and Clandestine Services records policies and procedures.

3. Much of the credit for the development of such a fine schedule is largely due to [redacted] detailed understanding of the Clandestine Services Regulations, her vast knowledge of the mission and responsibilities of the various Covert Action Groups, and her conscientious attitude toward her records work.

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4. I wish to express my appreciation to members of your staff, particularly to [redacted] for their assistance and cooperation given to [redacted] during this survey. Please feel free to call on me again for assistance.

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[redacted]

Attachments:

1. Survey Report
2. Records Control Schedule

Distribution:

Orig & 1 - addressee

- ✓ 1 - RMS
- 1 - RS & DB (with schedule)

1 - [redacted]

Mgt/S/RMS/RS &

(10 June 1960)

1 - *Rec Mgmt*

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